

TOWN OF WEST SENECA
1250 Union Road
West Seneca, NY 14224

ETHICS BOARD
Work Session
November 14, 2018

Chairperson Carpenter called the meeting to order at 6:00 PM.

ROLL CALL:

Members Present – Amy Carpenter
William Bauer
Jacqueline Felser, Town Clerk
Theresa Funk
James Lazaros
Jon Minear, Deputy Town Attorney
Rodney Montgomery

Members Absent - John J Fenz, Town Attorney

DISCLOSURE FORM

A draft of the Town of West Seneca Annual Disclosure Form was presented for review

- Deputy Town Attorney Jon Minear suggested the following:
 - ✓ Use of the term "real property" when referring to property
 - ✓ Use of the phrase "employed by and/or appointed by the Town Board to serve on a committee in the Town of West Seneca"
 - ✓ Replacing the word "department" with "position"
- Suggestion was made to turn completed disclosure forms to the Town Clerk for annual review by the Ethics Board
- Recommendation was made requiring the following officials, officers and employees to file the Disclosure Form:
 - ✓ All elected officials
 - ✓ All department heads
 - ✓ Zoning Board of Appeals members
 - ✓ Planning Board members
 - ✓ Board of Assessment Review members
 - ✓ Board of Ethics members
- A disclosure form will be created for any contractor doing business with the Town of West Seneca

COMPLAINT PROCEDURE

- An outside firm was contacted regarding the handling of whistle blower complaints:
 - ✓ Only handle complaints from employees
 - ✓ Complainant name is optional and members would like a name to be required
 - ✓ Deputy Town Attorney Jon Minear stated the receipt of a complaint would go to

the Town Attorney for vetting and will make his recommendations for the process

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COUNCILMAN HART

- Councilman Hart stated he will be appointing Karl Spencer to the Ethics Board
- Councilman Hart questioned if a member of the Planning Board would also be able to work as a part-time employee in the Recreation Department to run a gym program two nights per week. Deputy Town Attorney Jon Minear stated he did not see a conflict with the hiring as the positions do not overlap or conflict with each other. Members present did not see an issue with the hiring.

DECEMBER WORK SESSION

The next meeting will be a work session and will be held on December 12, 2018 at 6:00 P.M. in the conference room of the Community Center & Library.

The work session concluded at 6:53 P.M.

Amy M. Kobler
Deputy Town Clerk/Secretary to the Ethics Board